

FIP handbook for providers of programmes

Supporting the FIP platform for provision through partnerships

Advancing pharmacy worldwide

2022



FIP
Development
Goals



International
Pharmaceutical
Federation

Colophon

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International Pharmaceutical Federation (FIP)

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1 About this document

This document is divided into sections that provide context and background to interested and potential providers of programmes about FIP, and the strategic intent and the context for the FIP Provision and Partnerships Programme. For those organisations familiar with FIP and its work, the sections on the steps involved in the award of the FIP Seal and ways of working are a prime focus, along with the appendices. Appendix 1 provides a glossary containing terms used in this document.

The document sections will be updated as required to ensure the context and yearly plans are relevant and timely.

NOTE: A handbook for accreditation agencies (those organisations accrediting pharmacy education programmes) is also available through FIP and describes the process by which a potential accreditation organisation can proceed with an application for the FIP Seal for accreditation agencies. Email Dr Dalia Bajis (dalia@fip.org) for more information.

2 FIP platform for provision and partnerships: From vision to concept to delivery

2.1 The FIP Seal for providers of programmes



The FIP Seal provides a visible signal of the alignment of a provider of programmes with the FIP mission to advance pharmacy worldwide. It provides an external signal of solidarity; the provider assures quality through self-assessment criteria which provides an external signal of trust. Finally, through the FIP global platform for provision and partnerships a plan of execution (for the delivery of provision programmes) agreed upon by FIP, a provider, and a member organisation with needs for provision provides an external signal of action. The FIP global platform for provision and partnerships will thus deliver the FIP's missive: Trust, solidarity, action.

The FIP Seal supports potential providers of programmes to self-assess their programmes against a global framework. This provides assurance for member organisations with needs intending to access their programmes. FIP provides a platform to enable its member organisations to work productively with providers of programmes (with the FIP Seal). This supports the identification, sharing and adoption of good practice across pharmacy world-wide. This is a systematic approach to identifying and recognising criteria for delivery of programmes to support professional development of pharmacists worldwide. FIP has developed a framework of essential criteria, recognising that education, services and practice operate in different economies and markets across the globe.

The award of the FIP Seal is underpinned by the following principles:

- Self-assessment: whereby a potential provider conducts an independent self-evaluation against the FIP criteria for the FIP Seal;
- Essential criteria and requirements: The FIP criteria is based on an essential criteria for alignment with FIP's mission, values as well as criteria for quality;
- Celebration of provision/attainment that meet the criteria;
- Facilitation by collaboration with a potential provider to attain the FIP Seal (not enforcement);

- Enablement of the advancement of pharmacy world-wide;
- Support for the delivery of change/transformation of the pharmaceutical workforce;
- Impartiality;
- Consistency;
- Fairness;
- Transparency;
- Credibility;
- Integrity of the evaluation and decision-making process; and
- Promotion of a culture of continuous improvement.

2.2 The FIP values and commitments underpinning all FIP provision and partnerships activities

Actions that support the FIP values underpinning all provision and partnership activities:

- FIP will not compete with member organisations.
- FIP enables the advancement of pharmacy worldwide in line with our mission.
- FIP works in collaboration, to support a plurality of provisions, based on association, quality, access, and fee (the global platform).
- FIP supports impartiality and will not offer preferential access to our Intellectual Property (IP), or our programmes and tools for single benefit. In this way, FIP will not work on a “preferred provider” basis, i.e., we will not allow providers preferential access to our networks.
- FIP works with consistency, fairness, transparency and credibility through a culture of trust.
- FIP promotes a culture of continuous quality improvement.
- FIP ensures a culture of attainment, not enforcement, by being the global leadership body for the profession, not a regulator.

2.3 What is the FIP Seal to be used for?

Primarily, the FIP Seal is awarded for programmes, not for the provider. The awarding of the Seal supports a collaborative approach with member organisations and providers to ensure value, by providing a commitment to support global improvement.

To activate these values, FIP focuses exclusively on enabling alignment with its global mission and vision, particularly through the FIP Development Goals (DGs). If a course or programme promotes the engagement of DGs, or moves towards actively progressing the DGs, then the FIP Seal can be awarded. FIP, therefore, acts as a platform linking member organisations with needs (priorities) to providers with quality programmes.

The FIP Seal requires providers to self-assess their programmes, services or practices against the global framework for pharmacy advancement and the FIP DGs. Through the criteria for the FIP Seal, providers will detail how their programme, course or delivery activity is aligned to global values on professional development and progress in pharmacy, any of the FIP DGs, the FIP global commitment to the Astana Declaration, and our transformation programmes.

By providing evidence that a programme or course of activity aligns clearly with global FIP DGs and FIP mission and vision, FIP and providers can use the FIP Seal to show direct links with collective developmental frameworks and targets, hence direct evidence of the advancement of pharmacy.

The FIP Seal award process offers providers an opportunity to give evidence of their assurance processes and evidence that they are delivering FIP-approved programmes of a high calibre in a concerted way.

This will additionally enable the provider to be part of the global movement towards advancing pharmacy, via engagement with the FIP DGs and to systematically self-assess delivery, governance and leadership arrangements, resources, and planning against evidence-based criteria to identify areas of good practice. Providers can use this process to identify areas for quality or mission improvement.

Secondarily, while the focus of the FIP Seal is on enabling alignment with FIP mission and vision, and particularly the DGs, there is an element of quality assurance (QA), but the emphasis is primarily about aligning global education and training with our global mission. FIP provides criteria for self-assessment of quality processes and standards that will be overseen by the FIP Consortium. Where a provider already has evidence of accreditation for a programme, this will suffice as a QA process provided the programme is in sufficient agreement with FIP's mission. In addition, the Consortium will assess the accreditation for veracity and compile a list of recognised accreditors who, in turn, can apply for the FIP Seal for accreditation agencies to create a complete circle of assurance and trust. This ensures we stay true to the value that FIP is not competing (inadvertently) with our members who are accrediting organisations. As the FIP Seal is applied as a marker of alignment to advancing pharmacy, this ensures FIP does not become a quasi-accrediting body but maintains a clear focus on its mission as a driver for provision of courses and programmes that deliver on the DGs.

2.4 The background since 2018

In 2018, FIP signed the Astana Declaration on behalf of the global profession, to ensure pharmacy contributes to the delivery of universal health coverage (UHC) by 2030 through its role in primary health care (PHC). Following the sign up of pharmacy to the Astana declaration in Kazakhstan in 2018, in 2019 FIP identified three priority groups of work for pharmacy to demonstrate its impact in PHC, namely: non-communicable diseases (NCDs), prevention and safety. While these are not the only priorities for the profession, they form a useful framework of activity as FIP pulls together examples and evidence of the impact the profession can make in PHC, thereby ensuring our place in delivering the challenge of UHC by 2030.

In 2020, FIP built on the original 13 Pharmaceutical Workforce Development Goals, which had been developed as the profession's response to the WHO Human Resources for Health report and were launched in 2016. The 21 FIP Development Goals (DGs) have been expanded to incorporate science and practice alongside workforce development and education and align with the United Nations' Sustainable Development Goals (UN SDGs). During 2021 and beyond, FIP is focused on enhanced regional and national engagement to build a picture of delivery of the DGs and our commitment to PHC for all.

These three Astana priorities are member-facing priorities around PHC and the integration of pharmaceutical services across the healthcare sectors. We have other principal streams in our business plan which can be clustered around our ONE FIP priorities. Ensuring we have the workforce capacity is a professional challenge we address through the [FIP-UNESCO UNITWIN](#) programme. Ensuring pharmacy is supported and enabled by technology, and legislative and regulatory reforms, are other priorities for pharmacy globally.

FIP will publish a 2021 status report of all our work during the year with members and across regions on the priority goals and the areas of need vs expertise across the globe. This will be followed up in 2023 with a planned Health Ministers' summit. Here we will present evidence of impact and change across all three areas and across all six WHO regions. The evidence of impact and change is collated through the FIP Global Pharmaceutical Observatory (GPO) and aligned with the indicators for each DG to ensure the priorities of our members and their nation's health needs are met.

Whilst we have decades of examples of innovations in services, care pathways, technology and utilisation of the pharmacy workforce and advanced skillsets, we also know that many members need support to develop these innovations in their roles. By identifying the priorities in nations, against the areas where there may be gaps (advocacy, training, regulatory change, etc) we can ensure all nations are appropriately supported so that we bridge the gaps and, as far as is possible, showcase universal pharmacy coverage.

This is where the FIP Global Platform for provision through partnerships fits. By building partnerships for those nations and members with gaps in provision (for example, vaccinations, managing patients across the healthcare interface, etc.), with those that have established quality provision, FIP becomes a de-facto platform for provision through partnerships.

The provision elements can be many and varied (led by the needs of members). For example, training packages, advocacy and case studies, consultancy and advice. As this programme progresses, we will have a clear idea of what the provision elements comprise based on demand. The next section outlines how this is planned to work.

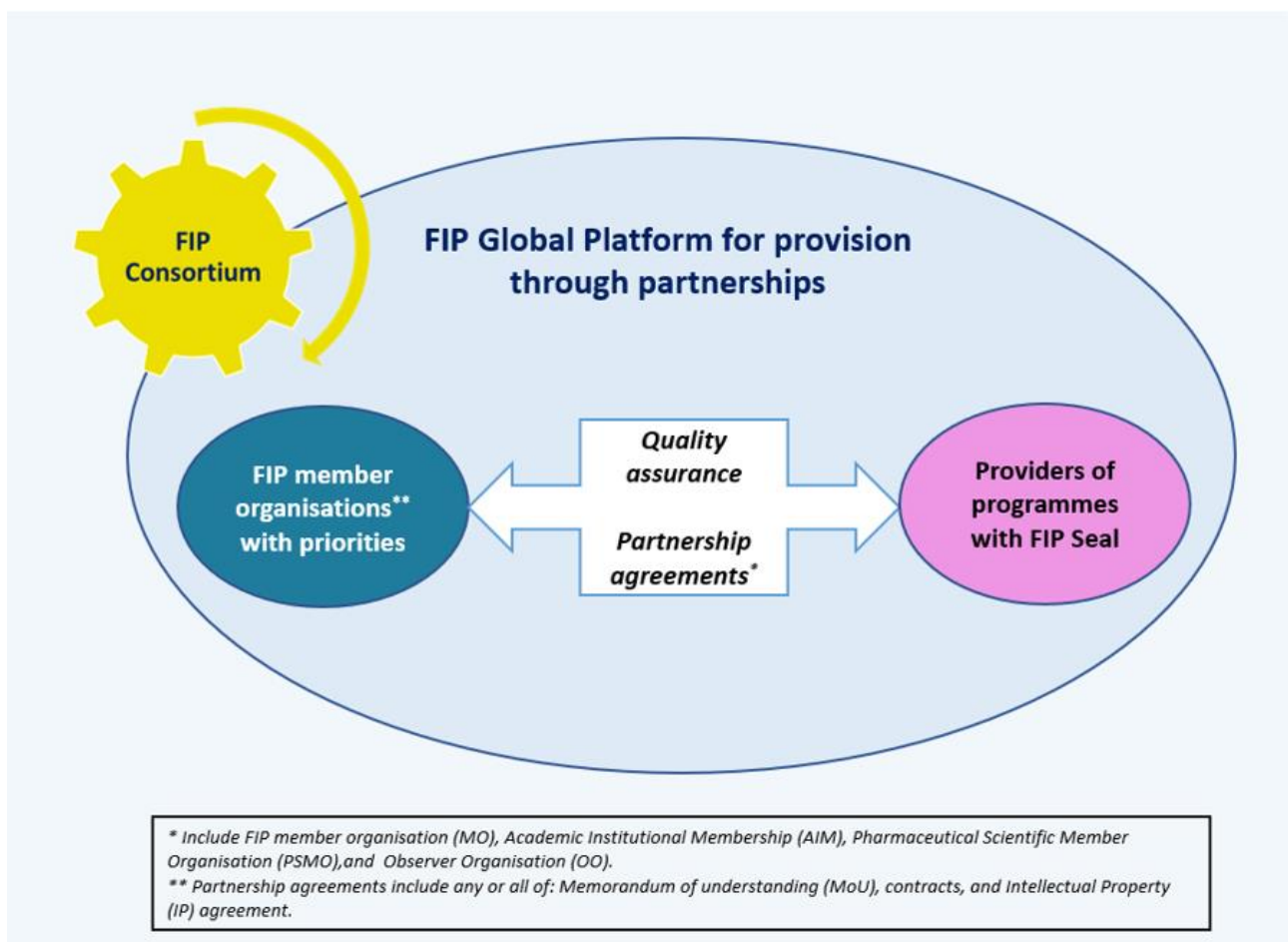
3 The FIP Global Platform for provision through partnerships-to support the advancement of pharmacy worldwide

During the 2019 FIP World Pharmacy Congress in Abu Dhabi, providing a global platform for provision and partnerships to FIP members and partners was identified as a priority for FIP. The FIP Council recognised that developing a platform for access to quality provision would be a direct member benefit, supporting all provision models combined with digital and future face-to-face events.

The vision for the FIP Global Platform for provision through partnerships is to support the advancement of pharmacy worldwide by providing access to quality education programmes, service developments, leadership, and guidance, based on the needs of members. FIP will be the conduit that connects and supports member organisations with needs and priorities for professional development programmes across science, practice and workforce and education to other member organisations and partners (providers) with offerings that can address those needs and priorities (Figure 1).

In this way, FIP will ensure we leave nobody behind as we demonstrate the impact of the profession on UHC. The programme of provision will be undertaken in partnership to engage, develop and support based on the needs of FIP members and organisations, described below. Where there is no provision by a partner available, FIP will seek to develop such provision through its expert volunteers and will ensure the same processes of assurance are applied.

Figure 1. The FIP Global Platform for provision through partnerships with providers of programmes



In this collaborative relationship between FIP, FIP member organisations and a provider of a programme with the FIP Seal (as depicted in Figure 1), the roles and responsibilities of each entity include the following:

FIP:

- Acts as a platform linking education providers (provider organisations) with those organisations with identified needs/priorities for provision;
- Collates performance data to inform considerations of whether the FIP Seal should be awarded;
- Benchmarks outcomes globally; and
- Shares notable practice.

The FIP Consortium:

- Is made up of experts and expertise in quality assurance, including accreditation agencies (our “Handbook for accreditation agencies” is available upon request);
- Leads the processes underpinning the FIP Seal, working with provider organisations and agencies to assess the quality of delivery;
- Ensures consistency and transparency of approach aligned to the FIP Seal; and
- Gives final approval of a provider’s self-assessment against essential criteria (for a programme), stating whether the essential criteria have been met and, if not, facilitating what is required.

Note: The FIP Bureau will act as the over-arching board which will focus on how FIP member organisations work collaboratively with partners and ratify (confirm) or revise all decisions made relating to the FIP Seal.

FIP programme providers:

- Ensure the quality of their provision aligns with FIP criteria;
- Ensure processes are in place to implement their side of the contractual agreement with a member organization;
- Participate in the FIP Seal process when required; and
- Work with member organisations, where appropriate, to ensure the continuous improvement of education provision.

FIP member organisations:

- Ensure processes are in place to implement their side of the contractual agreement with providers;
- Participate in the FIP Seal process when required;
- Work with providers, where appropriate, to ensure the continuous improvement of education provision; and
- Use the opportunity provided by the FIP Seal to give objective and constructive feedback to providers, if requested.

Examples of education provision that the FIP Seal and criteria could be applied to include:

- Continuing professional development programmes and courses;
- Practice-based services (e.g., vaccination training, training in the management of NCDs);
- Personal and professional support programmes;
- Innovation and digital technology programmes; and
- Sector-specific services.

3.1 Assuring alignment with FIP’s global mission to advance pharmacy everywhere

The FIP Seal requires providers to self-assess their processes and standards against the global framework for pharmacy advancement and the FIP Development Goals (Figure 2).

Figure 2. Alignment of providers of programmes with FIP’s mission, development goals and values.



3.2 Assuring the quality of provision

The provider of programmes is asked to self-assess a programme and to provide evidence of alignment with the essential criteria (Form A in Appendix 2 or Form B in Appendix 3). This is then reviewed by the FIP Consortium, which will advise on the QA submitted and if there are any gaps.

The FIP criteria for quality

The FIP criteria for quality have been derived from principles, elements and standards deemed essential for quality education and training in pharmacy and are set to act as guidance for member organisations and providers, learners and service users, aligned with an evidence-based approach from education and other areas, including clinical care.

The criteria are grouped under the following domains:

Context — is the environment (political, legal, social, economic, cultural, etc.) in which education, services and practice are provided. Are the FIP global missions, goals, values and culture being influential and addressing the needs of the external environments together with learners and service-users' needs?

Structure — is necessary for the development, delivery, sustainability and improvement of the educational programme, service or practice.

Process — is essential for the efficient and sustained operation, management, evaluation and continuous development of the educational programme, service or practice. It refers to activities, policies and procedures of the provider to support the delivery of the educational programme, service or practice and other mission-related activities.

Outcomes — are the immediate or short to intermediate term results of the educational programme, service or practice measured and an essential component of the continuous improvement of the provider.

The criteria also act as a self-assessment for providers to support their internal governance of improvement processes. Examples of evidence are given against each criterion, but it should be noted that not all criteria will be relevant in all cases and some providers may choose to offer alternative proof of meeting a particular requirement (these can be considered on a case-by-case basis).

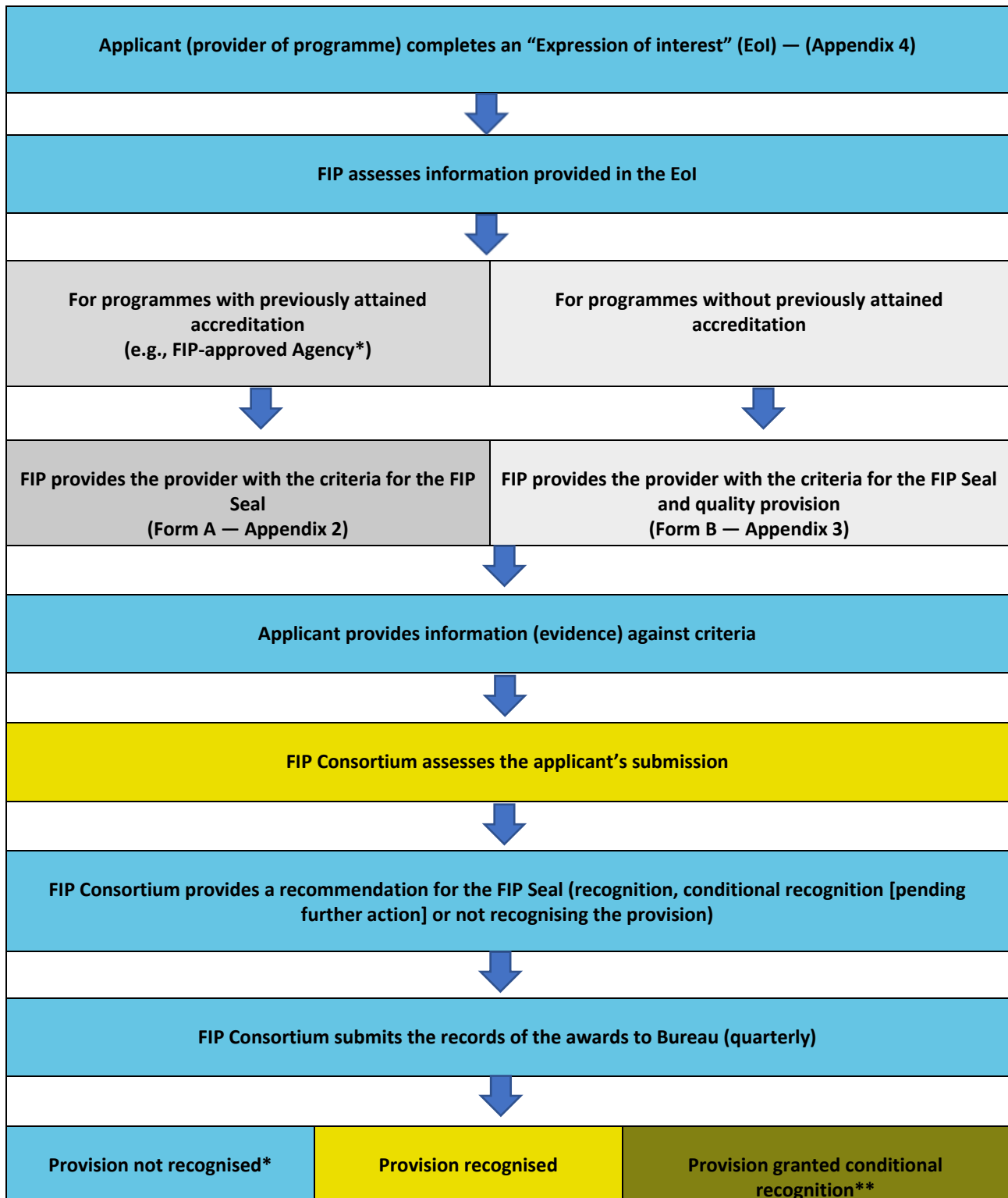
3.3 Steps involved in awarding the FIP Seal to programmes

There are six steps in the process for awarding the FIP Seal to programmes:

1. The applicant completes an “Expression of interest” (Eoi) to apply for the FIP Seal for a particular programme (Appendix 2). This also includes a declaration of how the programme aligns with the FIP mission to advance pharmacy worldwide and any of the FIP Development Goals. More information will be sought from the applicant as part of the next steps in the application (see below).
2. FIP staff assesses the information provided in the Eoi and reply to the applicant with a recommendation by FIP on proceeding with the application for the FIP Seal for their programme (or another model of provision if applicable).
3. FIP staff will direct the applicant to the appropriate track for submission, namely, Track A for programmes with accreditation, or Track B for programmes without accreditation.
4. Depending on the programme’s accreditation status as stipulated from step 3, FIP provides the applicant with the relevant criteria (Form A or Form B as appearing in Appendix 1 and 2).
5. The FIP Consortium assesses both the declaration of how the provision advances pharmacy worldwide (for the award of the FIP Seal) and the self-assessment of quality (for the assurance declaration from the Consortium). In certain cases, such as providers who are accredited CPD providers and not accredited for their specific programme, and where the accreditor provides or affords assurance of the provider, it will be at FIP’s discretion (via the FIP Consortium) to request further details from the provider as required about the specific programme or course to be awarded the FIP Seal.
6. The FIP Consortium makes a recommendation on granting the FIP Seal to the programme with one of the following: Provision not recognised, provision recognised or conditional recognition. The FIP Bureau receives a report of the FIP Seal awards based on the Consortium’s processes.

The steps are summarised in Figure 3.

Figure 3. Overview of the steps involved in the award of the FIP Seal for providers of programmes



* FIP-approved Agency is an accreditation agency (e.g. Australian Pharmacy Council -APC, Accreditation Council for Pharmacy Education-ACPE)

**For those programmes which were not recognised or granted conditional recognition an action plan of next steps will be agreed with FIP.





3.4 The FIP Provision and Partnerships programme —models

The FIP Provision and Partnerships programme will deliver on FIP’s desired strategic outcomes by supporting the delivery of the FIP Development goals. One way will be through regional engagement and collaborative partnerships with members and providers who have attained the FIP Seal.

At this time, we have identified four models of provision, ranging from a franchised model to bilateral partnership models (Figure 4). These models will develop further over time as experience and best practices develop.

FIP is committed to working with partners, members, colleagues and volunteers to provide a platform for quality-assured provision of training and education, to advance pharmacy worldwide. Where appropriate and agreed, models are accessible through the FIP Moodle FIPx - an online learning management system.

Figure 4. Models of provision

Model	Description	FIP logo
Model 1	<p>Provision through a FIP Seal awarded programme — the programme is delivered by the provider and is directly aligned with the mission to advance pharmacy worldwide.</p> <p>The FIP Seal for Provision is used as proof of quality and alignment with FIP’s mission and values.</p>	
Model 2	<p>FIP supported — FIP supports the work of the provider in delivering programmes aligned to the FIP mission to advance pharmacy worldwide. The “Supported by FIP” logo is used in this instance. No proof of quality is implied; rather, support for the work.</p>	
Model 3	<p>FIP and provider collaboration — FIP and the provider co-develop provision, share Intellectual Property and co-deliver and co-badge.</p> <p>The “Supported by FIP” logo is used in this instance. No proof of quality is implied; rather, support for the work. The provision is co-badged with the provider’s logo</p>	
Model 4	<p>FIP direct provision — non-competitive provision and delivered through FIP constituencies and experts. Available alongside FIP frameworks and toolkits.</p> <p>The FIP logo is used.</p>	

3.5 Summary of developments supporting the FIP global platform for provision

We have developed the concept of a FIP Seal to provide assurance that candidate programmes, courses and delivery activities are aligned with global values on development and progress in pharmacy, as exemplified by the FIP Development Goals, our delivery commitment to the Astana Declaration by 2023, and our globally supported transformation programmes.

We have developed criteria for self-assessment by providers to assure the provision is of good quality in addition to aligning programmes with the FIP DGs and the advancement of pharmacy worldwide.

We are developing a FIP Consortium to review self-assessment submissions and assure us of quality, to ensure the provision is aligned with our global mission to advance pharmacy worldwide and to approve the type of provision (programmes, training). The terms of reference, roles, and responsibilities of the Consortium will be ready by end of 2021.

3.6 How we will work to deliver the FIP global platform for provision through partnerships

We will work in collaboration with our member organisations and not compete with them. One such way will be to co-create and develop programmes together over three to five years, potentially securing FIP membership for this period of collaboration and links to the membership offer with FIP.

We will include all our member organisations (including the Academic Institutional Membership [AIM], pharmaceutical scientific member organisations and observer organisations), our individual members, and our partners and sponsors.

We will ensure equity of access for all pharmacy professionals and consider provision in the following ways:

- Open access to professionals and the public (where applicable); or
- Open access to members of FIP with an agreement on how access can be managed (for a fee/part of the agreement/part of a specific arrangement); or
- Provision becomes part of the FIP membership offer (for example, where content may be freely available) or for a fee where applicable.

Appendices

Appendix 1. Glossary

Concept	Definition
Accreditation	The process whereby a statutory body, association or agency grants public recognition to an organisation, site or programme that meets certain established qualifications or standards, as determined through initial and periodic peer-review based evaluations.
Agency (or accreditation agency)	An organisation, council or committee that assures quality in pharmacy education, through an accreditation process.
Appraisal	An assessment or estimation of the worth, value, or quality of a person, performance, competence, or activity.
Continuous improvement	An approach that aims to constantly improve work practices, processes, structure, and/or outcomes.
Criteria	Principles or standards by which an aspect of the programme, service or practice may be measured, judged or decided.
Evaluation	The forming of a judgment based on the collection, analysis, and interpretation of data from process and outcome measures with a view to determining the calibre of one or more activities and the achievement of desired outcomes.
FIP Global Platform	The FIP Global Platform (or simply “platform”) refers to the facilitation and support that FIP provides to member organisations through networking, and which is now to provide programmes to support professional development through developing partnerships. The platform also includes FIP’s digital platform for provision.
FIP Consortium	The FIP Consortium is an advisory group composed of experts in pharmacy education, accreditation of pharmacy education programmes and continuing professional development charged with conducting professional assessments of evidence provided by potential providers or accrediting agencies against the FIP Seal criteria for Provision or Accrediting Agencies respectively.
FIP vision	The FIP vision (agreed by FIP Council in 2019) is for a world where everyone benefits from access to safe, effective, quality and affordable medicines and health technologies, as well as from pharmaceutical care services provided by pharmacists, in collaboration with other healthcare professionals.
FIP Seal	A mark of assurance that the programme, course, delivery activity or accreditor is aligned to FIP values on development in pharmacy, the FIP development goals, the commitment to Astana, our transformation programmes and the advancement of pharmacy worldwide.
Governance	How quality, accountability, and a culture of continuous improvement are embedded within an organisation.
Member organisation	A legally constituted organisation representing pharmacists and/or pharmaceutical scientists, which has been granted member organisation status by FIP (the global body representing pharmacy and pharmaceutical science).
Mission	The fundamental purpose, objective, or <i>raison d’être</i> for an organisation, institution, department, or course, which guides its planning and activities. For FIP, this is the advancement of pharmacy worldwide.
Outcome	The measurable result of an activity or series of activities.
Primary health care	Primary health care (PHC) addresses the majority of a person’s health needs throughout their lifetime. This includes physical, mental and social well-being and it is people-centred rather than disease-centred. PHC is a whole-of-society approach that includes health promotion, disease prevention, treatment, rehabilitation and palliative care. ¹
Provider	An organisation delivering programmes of education, support and/or development.

Provision	Provision can refer to the delivery of a programme, course, masterclass, train-the-trainer, or workshops, and targets learning, development and support of the pharmaceutical workforce. Provision can also refer to the availability of content, structures, or tools for others to use. Provision can range from face-to-face events to digital courses, seminars and webinars, blended programmes that meet the needs and priorities of our members (FIP members include member organisations/partners, pharmaceutical scientific member organisations, Academic Institutional Membership (AIM) and individual members).
Provision programme	Refers to the programme instigated by FIP to manage the development or curation of provision either directly or through partnerships and agreements with members and partners.
Stakeholder	Any individual, group or organisation that has an interest or involvement in or may be affected by a particular activity, set of activities or outcome.
Standard	A description — set up and established by authority — of a level of quality (or quantity) that is expected to be met and against which judgements about quality will be made.
Universal health coverage	UHC means that all people have access to the health services they need, when and where they need them, without financial hardship. It includes the full range of essential health services, from health promotion to prevention, treatment, rehabilitation, and palliative care. ²
Vision	An expression of what the organisation wants to become — its future and strategic direction.

References

1. World Health Organisation. Primary Health Care. 2021. [accessed: 28 October 2021]. Available at: https://www.who.int/health-topics/primary-health-care#tab=tab_1
2. World Health Organisation. Universal Health Coverage. 2021. [accessed: 28 October 2021]. Available at: https://www.who.int/health-topics/universal-health-coverage#tab=tab_1

Appendix 2. From A — Application for the FIP Seal for programmes with previously attained accreditation

<p>FIP Provision and Partnerships Programme</p> <p>Form A — FIP criteria for programmes with previously attained accreditation</p>
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1. Name of organisation	
2. Country	
3. Programme title	
4. Accrediting body	
5. Date of accreditation	
6. Duration of accreditation	
7. Date of submission of this form to FIP	

The purpose of the following criteria is to assess if a potential programme is aligned to the FIP mission, values, FIP Development Goals and ways of working.

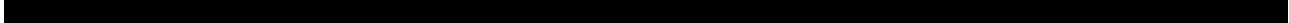
Criterion 1	Examples of evidence								
<p>C1. Describe your organisation/company/body in terms of your vision, mission, goals, and objectives.</p>	<p>Provide a written description below of your mission and vision statement for the provider or evidence to support activities that provide the basis for operational planning.</p>								
<p>Description by Provider (word count: 250-500 words):</p>									
<p>Assessed by Consortium (FIP USE SECTION)</p> <table border="1"> <tr> <td>Description/evidence satisfactory</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Description/evidence unsatisfactory</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Assessed by:</td> <td></td> </tr> <tr> <td>Comments:</td> <td></td> </tr> </table>		Description/evidence satisfactory	<input type="checkbox"/>	Description/evidence unsatisfactory	<input type="checkbox"/>	Assessed by:		Comments:	
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Criterion 2	Examples of evidence																						
<p>C2. Describe how your programme aligns with the FIP Development Goals.</p>	<p>Provide a description below of alignment with the programme applying for the FIP Seal and the FIP Development Goals.</p>																						
<p>Description by Provider (word count: 250-500 words):</p> <p>Select the primary FIP DG(s) that map to the programme/course/product.</p> <table border="1" data-bbox="165 620 569 1252"><tbody><tr><td><input type="checkbox"/> DG1</td><td><input type="checkbox"/> DG11</td></tr><tr><td><input type="checkbox"/> DG2</td><td><input type="checkbox"/> DG12</td></tr><tr><td><input type="checkbox"/> DG3</td><td><input type="checkbox"/> DG13</td></tr><tr><td><input type="checkbox"/> DG4</td><td><input type="checkbox"/> DG14</td></tr><tr><td><input type="checkbox"/> DG5</td><td><input type="checkbox"/> DG15</td></tr><tr><td><input type="checkbox"/> DG6</td><td><input type="checkbox"/> DG16</td></tr><tr><td><input type="checkbox"/> DG7</td><td><input type="checkbox"/> DG17</td></tr><tr><td><input type="checkbox"/> DG8</td><td><input type="checkbox"/> DG18</td></tr><tr><td><input type="checkbox"/> DG9</td><td><input type="checkbox"/> DG19</td></tr><tr><td><input type="checkbox"/> DG10</td><td><input type="checkbox"/> DG20</td></tr><tr><td></td><td><input type="checkbox"/> DG21</td></tr></tbody></table>		<input type="checkbox"/> DG1	<input type="checkbox"/> DG11	<input type="checkbox"/> DG2	<input type="checkbox"/> DG12	<input type="checkbox"/> DG3	<input type="checkbox"/> DG13	<input type="checkbox"/> DG4	<input type="checkbox"/> DG14	<input type="checkbox"/> DG5	<input type="checkbox"/> DG15	<input type="checkbox"/> DG6	<input type="checkbox"/> DG16	<input type="checkbox"/> DG7	<input type="checkbox"/> DG17	<input type="checkbox"/> DG8	<input type="checkbox"/> DG18	<input type="checkbox"/> DG9	<input type="checkbox"/> DG19	<input type="checkbox"/> DG10	<input type="checkbox"/> DG20		<input type="checkbox"/> DG21
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Criterion 3	Examples of evidence								
<p>C3. Describe how your programme aligns with the values of FIP.</p> <p>Refer to the handbook for providers of programmes.</p>	<p>Provide a description below.</p>								
<p>Description by Provider (word count: 250-500 words):</p>									
<p>Assessed by Consortium (FIP USE SECTION)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Description/evidence satisfactory</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Description/evidence unsatisfactory</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Assessed by:</td> </tr> <tr> <td colspan="2">Comments:</td> </tr> </table>		Description/evidence satisfactory	<input type="checkbox"/>	Description/evidence unsatisfactory	<input type="checkbox"/>	Assessed by:		Comments:	
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Criterion 4	Examples of evidence								
<p>C4. Does your organisation have funders or sponsors for the specified programme?</p> <p>If so, how do you manage the influence of sponsors and ensure independence when designing courses or other service provisions.</p>	<p>Describe below (or provide evidence) that the financial partner does not have undue input into the content and that there is no commercial bias or conflict of interest on the part of the faculty.</p>								
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Comments:									

<p>FIP Consortium USE ONLY</p>
<p>Has the potential provider provided sufficient evidence for alignment with FIP’s mission to advance pharmacy according to the criteria?</p> <p><input type="checkbox"/> Evidence provided</p> <p><input type="checkbox"/> More evidence is required</p>



Comments:

FIP Consortium USE ONLY

- Overall recommendation by the Consortium**
- Provision recognised
 - Provision granted conditional recognition
 - Provision not recognised

Appendix 3. Form B — Application for the FIP Seal for programmes without previously attained accreditation

<p>FIP Provision and Partnerships Programme</p> <p>Form B — FIP criteria for programmes without previously attained accreditation</p>

Section A: Please provide details of your programme below.

1. Name of organisation	
2. Country	
3. Programme title	
4. Date of submission of this form to FIP	

The purpose of the following criteria is to assess if a potential programme is aligned to the FIP mission, values, FIP Development Goals and ways of working.

Criterion 1	Examples of evidence								
<p>C1. Describe your organisation/company/body in terms of your vision, mission, goals, and objectives.</p>	<p>Provide a written description below of your mission and vision statement for the provider or evidence to support activities that provide the basis for operational planning.</p>								
<p>Description by Provider (word count: 250-500 words):</p>									
<p>Assessed by Consortium (FIP USE SECTION)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Description/evidence satisfactory</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Description/evidence unsatisfactory</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Assessed by:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Comments:</td> </tr> </table>		Description/evidence satisfactory	<input type="checkbox"/>	Description/evidence unsatisfactory	<input type="checkbox"/>	Assessed by:		Comments:	
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Criterion 2	Examples of evidence																						
C2. Describe how your programme aligns with the FIP Development Goals .	Provide a description below of alignment with the programme applying for the FIP Seal and the FIP Development Goals.																						
<p>Description by Provider (word count: 250-500 words):</p> <p>Select the primary FIP DG(s) that map to the programme/course/product.</p> <table border="1" style="border-style: dashed; border-color: #ADD8E6;"> <tbody> <tr><td><input type="checkbox"/> DG1</td><td><input type="checkbox"/> DG11</td></tr> <tr><td><input type="checkbox"/> DG2</td><td><input type="checkbox"/> DG12</td></tr> <tr><td><input type="checkbox"/> DG3</td><td><input type="checkbox"/> DG13</td></tr> <tr><td><input type="checkbox"/> DG4</td><td><input type="checkbox"/> DG14</td></tr> <tr><td><input type="checkbox"/> DG5</td><td><input type="checkbox"/> DG15</td></tr> <tr><td><input type="checkbox"/> DG6</td><td><input type="checkbox"/> DG16</td></tr> <tr><td><input type="checkbox"/> DG7</td><td><input type="checkbox"/> DG17</td></tr> <tr><td><input type="checkbox"/> DG8</td><td><input type="checkbox"/> DG18</td></tr> <tr><td><input type="checkbox"/> DG9</td><td><input type="checkbox"/> DG19</td></tr> <tr><td><input type="checkbox"/> DG10</td><td><input type="checkbox"/> DG20</td></tr> <tr><td></td><td><input type="checkbox"/> DG21</td></tr> </tbody> </table>		<input type="checkbox"/> DG1	<input type="checkbox"/> DG11	<input type="checkbox"/> DG2	<input type="checkbox"/> DG12	<input type="checkbox"/> DG3	<input type="checkbox"/> DG13	<input type="checkbox"/> DG4	<input type="checkbox"/> DG14	<input type="checkbox"/> DG5	<input type="checkbox"/> DG15	<input type="checkbox"/> DG6	<input type="checkbox"/> DG16	<input type="checkbox"/> DG7	<input type="checkbox"/> DG17	<input type="checkbox"/> DG8	<input type="checkbox"/> DG18	<input type="checkbox"/> DG9	<input type="checkbox"/> DG19	<input type="checkbox"/> DG10	<input type="checkbox"/> DG20		<input type="checkbox"/> DG21
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Criterion 3	Examples of evidence								
<p>C3. Describe how your programme aligns with the values of FIP.</p> <p>Refer to the handbook for providers of programmes.</p>	<p>Provide a description below.</p>								
<p>Description by Provider (word count: 250-500 words):</p>									
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Criterion 4	Examples of evidence								
<p>C4. Does your organisation have funders or sponsors for the specified programme?</p> <p>If so, how do you manage the influence of sponsors and ensure independence when designing courses or other service provisions.</p>	<p>Describe below (or provide evidence) that the financial partner does not have undue input into the content and that there is no commercial bias or conflict of interest on the part of the faculty.</p>								
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Description/evidence satisfactory	<input type="checkbox"/>								
Description/evidence unsatisfactory	<input type="checkbox"/>								
Assessed by:									
Comments:									

<p>FIP Consortium USE ONLY</p>
<p>Has the potential provider provided sufficient evidence for alignment with FIP’s mission to advance pharmacy according to the criteria?</p> <p><input type="checkbox"/> Evidence provided</p> <p><input type="checkbox"/> More evidence is required</p>

Comments

Section B: The purpose of the following criteria is for potential providers to self-assess the quality of a programme according to the FIP criteria for quality provision. Please provide all relevant information in the form below.

Criteria		
1. Description of the organisation/body that is applying, including a description of their objectives and their role in providing educational courses.		
Description by Provider (Word count: 250-500 Words)		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
2. Brief description of the qualifications of those teaching the course.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
3. Description of the roles and responsibilities of those involved in course development and the instructors. Brief description of the qualifications of those teaching the course.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
4. Description of how the need for a course is identified and how the course content is decided.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
5. Description of Quality Assurance (QA) procedures to ensure that courses are of a defined standard.		
Description by Provider (Word count: 250-500 Words):		

FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
6. Description of how learning is assessed.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
7. Description of feedback procedures from programme/course participants to enable review and potential improvements.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
8. Description of how programmes/courses are delivered (face-to-face, on-line, distance learning etc) and how the teaching methods are determined.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		
9. Summary of how courses are funded (supported by registration fees, funded by organisation's reserves, sponsorship etc). If sponsorship is involved, a description of how the relationship with the sponsor(s) is managed, particularly in relation to influence over course content.		
Description by Provider (Word count: 250-500 Words):		
FIP Consortium	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory
Comments		

FIP Consortium USE ONLY	
Has the potential provider provided sufficient evidence for quality?	
<input type="checkbox"/> Evidence provided	
<input type="checkbox"/> More evidence is required	



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Comments:

FIP Consortium USE ONLY

Overall recommendation by the Consortium <input type="checkbox"/> Provision recognised <input type="checkbox"/> Provision granted conditional recognition <input type="checkbox"/> Provision not recognised

Appendix 4. “Expression of interest” form

1. Organisation details (member organisation / company etc.)		
2. FIP Membership Number (if applicable)		
3. Country		
4. Name of representative/contact		
5. Email contact and job title		
6. What are the professional/ educational development programme(s) for which the organisation is seeking the award of the FIP Seal? <i>Max 350 words</i>		
7. Please describe how the programme supports the development and advancement of the pharmaceutical workforce and the FIP mission to advance pharmacy worldwide. <i>Max 350 words</i>		
8. Does the programme have any previous accreditation or quality assurance processes as an external marker of quality? If yes, please submit evidence of the accreditation.		
9. Please list current partnerships (if applicable).		
10. Please indicate to which FIP Development Goal(s)* — DGs — your programme is linked. *Reference: http://www.fip.org/fip-development-goals	<input type="checkbox"/> DG1 <input type="checkbox"/> DG2 <input type="checkbox"/> DG3 <input type="checkbox"/> DG4 <input type="checkbox"/> DG5 <input type="checkbox"/> DG6 <input type="checkbox"/> DG7 <input type="checkbox"/> DG8 <input type="checkbox"/> DG9 <input type="checkbox"/> DG10	<input type="checkbox"/> DG11 <input type="checkbox"/> DG12 <input type="checkbox"/> DG13 <input type="checkbox"/> DG14 <input type="checkbox"/> DG15 <input type="checkbox"/> DG16 <input type="checkbox"/> DG17 <input type="checkbox"/> DG18 <input type="checkbox"/> DG19 <input type="checkbox"/> DG20 <input type="checkbox"/> DG21

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